

# **INSTRUCTIONS FOR CPPS SECURITY FORM**

**\*\*\*YOU MUST COMPLETE THE STATEMENT OF COMPLIANCE IN\*\*\*  
\*\*\*ORDER TO RECEIVE SYSTEM ACCESS\*\*\***

- (1) **ORG ID FOR CPPS:**  
For CPPS this is your payroll ORG-ID. If you need access to more than one ORG, you need to list all the required ORG ID's here.
- (2) **GGCC SIGNON:**  
This is the user ID you were assigned for access into GGCC. **Your form cannot be processed without this user id**
- (3) **SPECIAL OPERATOR ID YOU WANT TO USE**  
If you would like to sign into the system using something other than your "GGCC SIGNON" tell us here.  
I.e.: AAABrenda or TAADiane or HAAMotz
- (4) **CHECK ONLY ONE SO THAT WE CAN DETERMINE YOUR ACCESS NEEDS.**
- (5) **CHECK ALL THAT APPLY**
- (6) **EMPLOYEE NAME:** This is your name as it appears in the system.
- (7) **EMPLOYEE SS#:** Enter your social security number here.
- (8) **EMPLOYEE'S WORK PHONE NO:** Work phone where the employee may be reached.
- (9) **EMPLOYEE'S E-MAIL ADDRESS**
- (10) **MARK 10A, 10B or 10C.** If you mark 10A, please mark the additional boxes that identify the systems you need access to.
- (11) **PLEASE ANSWER ALL THE QUESTIONS THAT APPLY TO YOU BY CHECKING EITHER THE "YES" OR "NO" BOX.**
- (12) **AGENCY APPROVAL:** Please have the form signed by the Agency Controller or the Security Administrator designated by the State Controller.
- (13) **PRINTED NAME:** Please print the name of the approving authority.
- (14) **TELEPHONE NUMBER:** Work telephone number where approving authority can be reached.
- (15) **FAX #:** Where can we send a copy of the completed security form.
- (16) **DATE:** Date signed by approving authority.

## **SECURITY TIPS FOR CPPS**

If you get a security error, look at the first 3 letters in the error message. If it starts with TSS, that is a Top Secret Security error and you need to contact your Top Secret Security Administrator.

If you get an error while in CPPS, contact Sharon Smith (303) 866-5806 or Brenda Shelinbarger (303) 866-5805 or Justin Brooks (303) 866-3725. When changing your password in CPPS, remember to use the space bar after your new password to clean out any characters that may belong to your old password. When CPPS prompts you to change your password, it would be a good idea to change your other passwords at the same time so that you can use the same password in each system and keep your passwords on the same 30-day cycle.

When you get the CPPS message "Requested record in use", enter transaction ??? and press enter.

NOTE: The EMPL/ADS Security form may be found at: <http://www.state.co.us/dhr/pubs/docs/empl/security.pdf>

DoIT Helpdesk Phone numbers (303) 239-4357 or Toll Free (877) 632-2487

# ***CPPS SECURITY ACCESS AUTHORIZATION***

## ***STATEMENT OF COMPLIANCE***

- Employees of the State of Colorado may be granted access to the CPPS for official business purposes only. These systems contain both public and confidential information and access shall not be granted to anyone for general perusal of a state agency's personnel/payroll records or reports.
- The release of any information to the public, supplied through automated processes, shall not take place unless the following events have transpired:
  - Written requisition delineating the desired information, records or data must be received by the official custodian.
  - The official custodian must determine if the disclosure of requested information, record, or data is within the law.
- In order to protect the integrity of the systems' data employees granted access are responsible for their use of the system data and reports, including the safeguard of assigned User IDs and passwords.
- User ID and passwords are assigned to individual State of Colorado employees and are not to be shared or passed on to others. Sharing user IDs and passwords may result in revocation of system access.
- Separation from the State of Colorado, or moving to a position where system access is not required to perform business functions, will terminate rights to access CPPS.

I have read, understand, and will conform to the above statements.

Employee Name (Please print or type) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Employee Signature Date \_\_\_\_\_